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## **Policies and Procedures Minutes 03/15/2011**

**APPROVED Minutes**

**Arlington School Committee  
Policies and Procedures Subcommittee**

*March 15, 2011*

The meeting was called to order by Judson Pierce, Chair, at 5:05 p.m.

**In attendance:**

School Committee Members: Judson Pierce, Leba Heigham, Cindy Starks, Superintendent Kathy Bodie.

**Ms. Heigham made a MOTION to Approve Minutes of the Policies and Procedures Subcommittee Meetings of 2/15/11 and 3/8/11. Seconded by Ms. Starks. UNANIMOUS APPROVAL.**

**Public Participation:**

None.

**Revisions to Policy IHB:**

Discussion about the suggested revisions to the policy that came from Mr. Thielman. The Subcommittee felt that the wording of in the last paragraph specifically "shall meet regularly" was a bit ambiguous i.e. what does regularly mean, whose interpretation would suffice and right now SEPAC and the administration are meeting monthly. Further there was a feeling by the Subcommittee that the language in the last paragraph of the revision is already cited by statute. The Subcommittee decided it was best to delete the last paragraph. **Ms. Starks made a MOTION that The Subcommittee will recommend to the full School Committee passage of the Revisions to File IHB. Unanimous approval.**

**Budget Transfer Authority (DBJ):**

Dr. Bodie opined that our revised policy could reflect salaried and non-salaried position control, something that we as a School Committee can see easily. Dr. Bodie noted that it is a good idea to identify cost centers in our policy with each "bucket" so when things have to move from one center to another it can be easily seen. Ms. Starks stated that Special Education should have its own cost center. Ms. Heigham asked if Principals would be responsible for their own budgets. Dr. Bodie noted the example of needing to fill a liaison position in the Peirce School Inclusion Program. Ms. Heigham noted that there is a difference between in district and out of district costs. Ms. Heigham suggested we add "Curriculum". Dr. Bodie suggested we call a cost center "Secondary Education". Ms. Starks made the following recommendations regarding linking the the cost centers to the numbers in the budget book(one can refer to Tab 6 in our budget books for the cost center list):

AHS: 1

OMS: 3

Elementary: 6,9,12, 15, 18, 21, 24, 29

Special Education: 25,45,85,86,87,89(includes the reserve)

Curriculum and Student Services: 30, 33, 36, 39, 42, 48, 51, 54, 49

Administration: 57,60,63,66,69

Other: (Food, IT, Transportation, Facilities)

**Ms. Starks made a MOTION that she would forward our changes to the Business Office and ask them to get back to us with their recommendations. MOTION PASSED UNANIMOUSLY.**

**Policy on Advertising:**

The Subcommittee found that the references to advertising are in our existing policies KHA, KHB, KHC. KHBA is specific to ads at sporting events and seems to be fine. Dr. Bodie noted that the Zoning Board met last night.

**Motion to adjourn was made by Ms. Starks at 6:40pm, seconded by Ms. Heigham and was PASSED UNANIMOUSLY.**